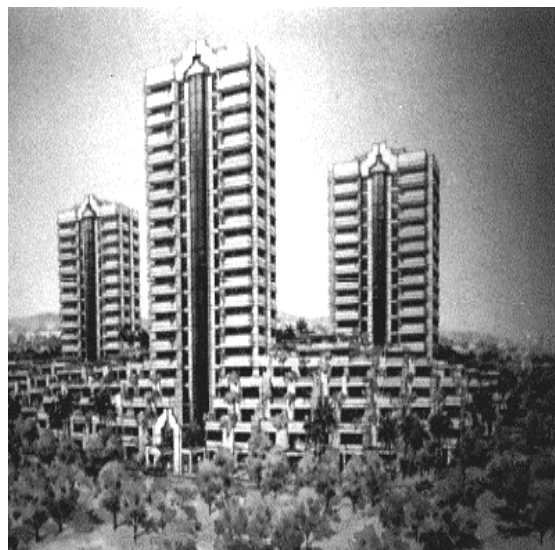


COMMERCIAL STRUCTURES

A GUIDE FOR SUBMITTING PERMIT APPLICATIONS AND BUILDING PLANS FOR NEW COMMERCIAL STRUCTURES

This pamphlet provides guidelines for the building permit process of a new commercial structure or a new addition to an existing commercial structure. The site plan approval process and site plan requirements are not included in this document.



WHAT REGULATIONS GOVERN THE CONSTRUCTION OF COMMERCIAL STRUCTURES

THE CODE OF VIRGINIA

The *Code of Virginia* requires that all structures comply with the Virginia Uniform Statewide Building Code (VUSBC). By reviewing plans, issuing permits, and performing field inspections the Department of Public Works and Environmental Services (DPWES) and the Office of Building Code Services (OBCS) helps provide compliance with the provisions of the law.

VIRGINIA UNIFORM STATEWIDE BUILDING CODE

Fairfax County is required to enforce the VUSBC, which incorporates by reference the Building Officials and Code Administrators International, Inc. (BOCA) National Building Code, the BOCA National Fire Prevention Code, the International Mechanical Code, the International Plumbing Code, the National Electrical Code and the Council of American Building Officials (CABO) Model Energy Code. These Codes may be purchased from Maps and Publications, located in the Government Center, 12000 Government Center Parkway, Suite 156, Fairfax, Virginia, 22035, telephone **703-324-2974**.

THE PERMIT APPLICATION CENTER OFFICE OF BUILDING CODE SERVICES

Hours of Operation for Walk-in Customers:
Monday - Thursday: 8:00 a.m. to 4:00 p.m.
Friday: 9:15 a.m. to 4:00 p.m.

Other publications and forms are
available on the DPWES website:
www.co.fairfax.va.us/dpwes



Herrity Building
12055 Government Center Parkway
Fairfax, Virginia 22035
Telephone: 703-222-0801
TTY: 703-324-1877

Telephone Hours:
Monday - Thursday: 8:00 a.m. to 4:30 p.m.
Friday: 9:15 a.m. to 4:30 p.m.

Note: This document does not contain information regarding the site plan requirement of Article 17 of the Fairfax County Zoning Ordinance. Most commercial construction in Fairfax County requires the submission and approval of either a site plan or minor site plan. For additional information about site plan requirements and processing, please contact the Environmental and Facilities Review Division at 324-1720.

WHAT SPECIAL PROGRAMS ARE AVAILABLE

MODIFIED PROCESSING PROGRAM

The *Modified Processing Program* facilitates the review of large, complex buildings when the real estate value is in excess of \$25 million and when improvements to existing buildings are valued at \$20 million or more. The program allows for issuance of footing and foundation permits prior to full site plan and building plan approval. More information can be obtained from the DPWES Director's Office at **703-324-5033**.

COMMERCIAL REVITALIZATION PROGRAM

The *Commercial Revitalization Program* promotes development in older and established areas of the County. The program provides expedited planning and zoning reviews, and facilitated site plan reviews, building plan reviews and permit issuance. Properties located in commercial revitalization districts are eligible to have a project manager whose responsibilities include arranging pre-submission conferences and team meetings to assist in resolving any zoning, site plan, and permit issues. The project manager will also actively track the project in each of the review stages. For more information about the program, contact the Permits Division at **703-324-1555**.

EXPEDITED BUILDING PLAN REVIEW PROGRAM

To help speed building plan reviews, OBSC offers an alternative process called the *Expedited Building Plan Review Program*. This program utilizes certified and pre-approved private sector Peer Reviewers to review the construction documents of a building for code compliance prior to submission to the County. Peer reviewed plans are expedited through the Building Plan Review process in half the time of a normally submitted plan. For more information about the program, contact the Building Plan Review Division at **703-324-1645**, or visit our web site at www.co.fairfax.va.us/dpwes.

WHAT PERMITS ARE REQUIRED

The number and type of permits required for a commercial building or addition to an existing commercial building depend on the characteristics of the project, and include the following:

- ! A ***building permit*** is required for construction of architectural and structural elements of all commercial structures.
- ! An ***electrical permit*** is required for all electrical installations.
- ! A ***mechanical permit*** is required for installations of all elements and appliances associated with heating and air-conditioning systems. This includes installations of any chemical exhaust systems, range hoods, etc. A mechanical permit is also required for the installation of elevators.

- ! A ***plumbing permit*** is required for installations of all elements and appliances associated with plumbing and gas piping systems. Plumbing permits are also required for storm drains, roof drains, or any other conveyor of sewage or water to a public system. A plumbing permit is also required for the installation of sprinkler systems.
- ! A ***Virginia Department of Transportation (VDOT) permit*** is required if the lot is located on a state-maintained road. A permit will always be required to construct an entrance from a VDOT roadway or to construct a temporary entrance to be used during construction. Any utility work to be performed in VDOT right-of-way will also require a permit.
- ! A ***sewage disposal system construction permit*** is required from the Health Department if the structure is constructed with an individual sewage disposal system.
- ! A ***water supply construction permit*** is required from the Health Department if the structure is constructed with an individual well.

MISS UTILITY

Call "Miss Utility" at **1-800-257-7777** before excavating to ensure that the construction does not interfere with underground utility lines. "Miss Utility" is a free service to anyone who is planning to excavate. Companies such as Virginia Power, Washington Gas, Columbia Gas, Verizon Wireless, and Cox Cable "Miss Utility" to prevent damage to their buried lines. Call at least 48 hours prior to excavating. The various companies will mark the path of underground utilities on the property. If you fail to contact Miss Utility and damage occurs, you will be liable for all costs of repair.

WHERE TO APPLY FOR PERMITS

Application for a building, electrical, mechanical or plumbing permit can be made at the Permit Application Center, OBCS, Herrity Building, second floor, 12055 Government Center Parkway, Fairfax, Virginia 22035-5504, Mon. - Thu., 8:00 a.m. to 4:00 p.m., Friday 9:15 a.m. - 4:00 p.m., telephone **703-222-0801**.

Application for a VDOT permit can be made at the VDOT Permits Office at 3555 Chain Bridge Road, Fairfax, Virginia 22030, telephone **703-383-2888**.

Application for a sewage disposal system construction permit and/or a water supply construction permit can be made at the Health Department at 10777 Main Street, Fairfax, Virginia 22030, telephone **703-246-2201**.

WHAT COSTS ARE INVOLVED

BUILDING PERMIT

Building permit fees for new structures and additions to existing structures are based on the type of construction of the building and total square footage of the inspectable area of the building, including basements, cellars, and horizontally projected roof areas.

A filing fee (35% of the building permit fee) must be paid at the time of application for a building permit. Call the Permit Application Center at **703-222-0801** to obtain information regarding the fee structure. **Permit fees cannot be estimated by county staff prior to permit application submission.**

CORRECTIONS/REVISIONS

A fee of \$100.00 per plan review discipline, i.e., building, electrical, mechanical or plumbing, may be assessed for each correction or revision of plans for all new commercial buildings and additions to existing commercial buildings.

FIRE MARSHAL FEES

Fire Marshal fees for a building application are assessed by the Fire Prevention Division plan reviewer located on the third floor of the Herrity Building. Call the Fire Prevention Division at **703-246-4800** to obtain information regarding the fee structure.

MECHANICAL, ELECTRICAL, AND PLUMBING PERMITS (Trade Permits)

After the building permit is issued, separate electrical, mechanical and plumbing permits can be issued. Separate fees will be charged for each "trade" permit, based on the equipment listed on the permit applications. Call the Permit Application Center at **703-222-0801** to obtain information regarding the fee structure. The fee schedule may be obtained from the Permit Application Center, or from our website at www.co.fairfax.va.us/dpwes.

SEWAGE DISPOSAL SYSTEMS AND WATER SUPPLY CONSTRUCTION PERMITS

Call the Health Department at **703-246-2510** to obtain the current fee for sewage disposal systems and/or water supply construction permits. Structural plans must be submitted to the Health Department with the site plan for review of food service establishments, child care facilities, offices utilizing x-ray equipment, tattoo establishments and commercial swimming pools. Separate fees are charged for the plan review. All fees must be paid prior to building permit approval. All Health Department reviews must be performed prior to review by the plumbing and electrical disciplines in the Building Plan Review Division.

PUBLIC WATER/SEWER CONNECTION FEES

For information on public water connections and fees, contact the Fairfax County Water Authority at **703-698-5600**. For information on public sewer and sewer tap fees, call the Office of Waste Management at **703-324-5015**.

It is possible your property is located outside the service area of either the Fairfax County Water Authority or the Office of Waste Management; therefore, you may need to contact one of the following jurisdictions which provide water and/or sewer services to some properties located within Fairfax County.

City of Alexandria
Public Works
133 South Quaker Lane
Alexandria, VA 22314
703-838-4488

Mail only: Post Office Box 178
Alexandria, VA 22313

Town of Herndon
Public Works
777 Lynn Street
Herndon, VA 22070
703-435-6853

Mail only: Post Office Box 427
Herndon, VA 20172

City of Fairfax
Transit and Utilities
10455 Armstrong Street
Fairfax, VA 22030
703-385-7915

Town of Vienna
Public Works
127 Center Street, South
Vienna, VA 22180
703-255-6385

City of Falls Church
Public Works
300 Park Avenue
Falls Church, VA 22046
703-248-5081

ANIMAL CONTROL RELATED PERMITS

Call the Animal Control Office at **703-830-3680** for information relating to the plan review requirements of new pet shops and businesses engaged in pet sales.

WHO SHOULD APPLY FOR PERMITS

The building and trade permits may be secured in the owner's name; however, if a contractor is to perform the work, Fairfax County strongly suggests that the contractor secure the permit and be listed on the permit as the party responsible for the work. In this way, the County will be in a better position to assist the applicant in gaining compliance with codes if the work is defective. A contractor must be properly licensed in order to obtain a permit.

WHAT ARE THE PLAN SUBMISSION REQUIREMENTS

The Building Plan Review Division offers preliminary meetings for designers to discuss code issues with the Division's plan reviewers prior to plan submission. Call the Building Plan Review Division at **703-324-1645** for information regarding appointments.

The construction documents will be approved by the Building Plan Review Division only after copies of the County-approved site plan are submitted and reviewed in conjunction with the building plans. **Please note:** The site plan review process and the building plan review process may take place simultaneously. If the site plan is not approved at the time of building permit application, 3 copies of the site plan as submitted to the Office of Site Development Services must be submitted with the building plans. Final plan approval by the Building Plan Review Division will not occur until the site plan is approved.

Three sets of comprehensive drawings must be submitted; a fourth set must be included when a Health Department or Animal Control review is required. Health Department reviews must be performed prior to reviews by the plumbing and electrical disciplines. The construction documents must be drawn with sufficient clarity and detail to show the nature and character of the work to be performed. Minimum acceptable scales are 1/8 inch = 1 foot or a metric scale of 1:100. All drawings must be prepared in ink or equal on sheets no smaller than 21" x 30". Listed below is the minimum information which must be included on the drawings for each applicable discipline or department in order for the documents to be accepted by the County. This list is not all encompassing as additional requirements may apply.

ARCHITECTURAL

- ! Completed *Tenant/Building Plan Information Form*; attach a copy to each set of drawings.
- ! Completed *Statement of Special Inspections*; attach a copy to each set of drawings. The *Statement of Special Inspections* must be completed by the appropriate and responsible design professionals.
- ! *Accessibility Compliance Form* is required to be submitted for an addition to a commercial structure; attach a copy to each set of drawings.
- ! Code and code year used for the design.
- ! Use group, type of construction, and address of the building that is to be constructed.
- ! Architectural plan(s) showing the dimensions and use of all rooms.
- ! Building height, number of stories, and floor areas.
- ! Building elevations (all sides).
- ! All fire resistance design numbers when fire-rated assemblies are required.
- ! Dimensions of all corridors and aisles.
- ! All exits.
- ! Door and hardware schedule.
- ! Partition schedule.
- ! Floor to ceiling height and height from floor to underside of lowest structural member.
- ! Sprinkler and monitoring information.
- ! Any additional details or sections necessary to accurately depict intended construction.

STRUCTURAL

- ! Soil investigation report
- ! Foundation plan.
- ! Footing details (minimum footing depth is 24 inches, 600 mm).
- ! Structural framing plans and associated schedules of all levels accurately detailing all structural elements.
- ! Structural details of connections.
- ! Roof framing plan.
- ! Cross sections and other details to accurately depict structural system.
- ! List of material specifications.

- ! List of design load criteria, in accordance with BOCA National Building Code Chapter 16, which must include the following:
 - S Live load; this shall include roof live load and any live load reduction factors.
 - S Snow load: flat-roof snow load, snow exposure factor, snow load importance factor and drifting snow provisions (ground snow load for Fairfax County is 30 PSF, 1.5 kN/m²).
 - S Wind load: basic wind speed, wind load importance factor, wind exposure, and wind design pressure (wind speed for Fairfax County is 80 mph, 130 km/hr).
 - S Seismic load: peak velocity-related acceleration, peak acceleration (both acceleration factors for Fairfax County equal 0.05), Seismic Hazard Exposure Group, Seismic Performance Category, soil-profile type, basic structural system and seismic-resisting system, response modification factor, deflection amplification factor, and analysis procedure utilized.
 - S Dead loads

ELECTRICAL

- ! Clear, legible electrical floor plan showing lighting fixtures and schedules, equipment schedules, receptacle locations and all branch circuits. Number the branch circuits and identify each branch circuit's home-run.
- ! Service riser diagrams including:
 - S Size of feeder conductors and insulation types, conduits and overcurrent protection.
 - S Connections and sizes of emergency or stand-by generators. If the generator neutral will be switched, provide a main grounding at the generator.
 - S Fire and jockey pumps.
 - S Rating of the transformers (KVA), primary and secondary conductor sizes, voltage levels, grounding conductor sizes, (stating "grounding per NEC" is not enough information) and the primary and secondary overcurrent protection sizes.
 - S Size of motors, air-conditioners and their branch circuit conductors and overcurrent protection.
 - S Main grounding at the service to include type of main grounding electrodes, type of supplementary grounding electrodes, size of the electrode grounding conductors and where they terminate at the service location. (Stating "grounding per NEC" is not enough information.)
- ! Exit, emergency and battery pack lighting locations and branch circuits.
- ! Size, location and identification of all new and existing electrical panels and equipment.
- ! All panel schedules must include the following:
 - S Size of panels, phases and voltage levels.
 - S Breaker/fuse and conductor sizes of each branch circuit.
 - S Size of the panel's main circuit breakers or fuses.
 - S Indicate if panels are main circuit breakers (MCB) or main lugs only (MLO). If MLO, provide the size of the main overcurrent protection that protects the feeders that supply the MLO panels.
 - S Load calculations in KVA, kW or ampere. Break the loads into total connected and demand loads, continuous and non-continuous loads. (Indicating only the branch circuit, circuit breaker, or fuse sizes does not constitute load calculations).
 - S Identify the loads connected to each panel, branch circuit, circuit breaker, or fuse.
- ! Calculations demonstrating compliance with the CABO Model Energy Code. This should include a completed *Model Electrical Energy Compliance Form*, pages E-1, E-2, L-1, L-2, L-3, L-4, and L-5, attached to each set of drawings.

MECHANICAL

- ! The details of air distribution system showing compliance with the design numbers for fire-rated floor and ceiling assemblies.
- ! Three (3) copies of calculations and information to show compliance with ASHRAE 90.1-1989 (Ref: Chapter 7 of the CABO Model Energy Code). The signed and sealed print-out of the above standard computer program is acceptable.
- ! Graphical symbols and scheme for the identification of air or water distribution system for heating, cooling, and ventilation.
- ! Details for boilers showing all required safety devices.
- ! Fire and smoke dampers and fire/smoke detection devices.
- ! For smoke removal/control systems, a sequence of operation and a narrative description of the functioning of the smoke purge system, a broad conceptual outline of how the system is designed to function under a variety of possible fire conditions, upper floor involvement, atriums and other areas. Show the inter relationship among fire alarm systems, suppression systems and emergency power.
- ! Buoyancy calculations for underground tanks of 1,000 gallon/4,000 liter capacity or more, using a recommended minimum safety factor of 1.5 and show all supply, fill and vent pipes, valves, etc.
- ! Fuel oil piping in building.
- ! Duct and/or piping layout for the HVAC system, with the following also shown:
 - S Main trunk and branch sizes.
 - S Size of all registers; indicate the cfm or L/s at each register.
 - S Location of all equipment and outside air intake and exhaust air opening locations.
- ! Complete equipment data for the HVAC system to include make and model number, BTU's rating for heating and cooling, cfm or L/s capacity, minimum and maximum outside air cfm or L/s. Ensure all energy efficient ratings (e.g., EER, COP, ATF, Combustion Efficiency, etc.) are included.
- ! Identify economizer cycle when required by code. Provide sequence of operation.
- ! Heat loss and heat gain on a room by room basis with cfm or L/s, total heat loss, total heat gain and total sensible gain for apartment buildings of three stories or less and townhouses.

PLUMBING

- ! Minimum required plumbing facilities in accordance with the International Plumbing Code, based on the occupant load as established by the BOCA National Building Code.
- ! Floor plans (plan view) and riser diagrams showing the location of all plumbing fixtures, sanitary, water, storm and gas piping. Identify size, slope and type of piping material and location of all required valves.
- ! Fixture connection schedule including waste, vent, gas, hot and cold water connection sizes. Identify all fixture symbols used on the plans and risers. Include backflow preventers and other water control equipment.

- ! If the plans show film developing equipment or the discharge of chemical wastes into the drainage system, the applicant must submit a completed *Business Film Developing Form* or an *Industrial Discharge Application* to the Office of Waste Management for approval. This approval is required prior to plumbing plan review approval.
- ! Water pipe calculations are required to verify compliance with the International Plumbing Code.
- ! Plans showing demolition shall identify the location of cap offs and points of connection of new piping to existing piping.
- ! Pet shops shampoo sinks require removable hair/lint strainers.

FIRE MARSHAL

- ! Information on the following systems, if applicable,
 - S Sprinkler.
 - S Standpipe.
 - S Fire alarm (locations and candela ratings must be shown on the electrical drawings).
 - S Emergency generator.
 - S Elevator recall.
 - S Stairwell and elevator shaft pressurization.
 - S Smoke removal/smoke control.
 - S Range hood fire protection.
 - S Other specialized extinguishing system(s).
 - S Medical gas.
 - S Petroleum and liquefied petroleum gas (LPG) storage tank and distribution system.
- ! A list of all hazardous chemicals, liquids, or other materials to be used, handled or stored in the space. Specify the quantity of the materials to be used, handled or stored. Specify the storage method, e.g., metal drums, glass bottles, plastic jugs, or cardboard boxes.
- ! Three sets of detailed shop drawings for all fire alarm systems, sprinkler systems, range hoods and/or other fire protection systems, including flammable/combination liquid tanks, must be submitted to the Fire Prevention Division, 4100 Chain Bridge Road, Third Floor, Fairfax, Virginia, 22030. Include manufacturers' cut sheets, model numbers, calculations, etc. in your submission. These are not part of the building plan submission and may be submitted after permit approval; call **703-246-4800** for more information.
- ! Fixture details, e.g., shelving, racks, stock/storage.

The Fire Prevention Division's Code Reference Package is available in the publications page of the DPWES website at www.co.fairfax.va.us/dpwes.

HEALTH DEPARTMENT

- ! Address and County tax map reference number.
- ! Name of establishment.
- ! For offices with x-ray equipment:
 - S Type of machine.
 - S Kilovoltage of machine.
 - S Intended use of machine.
 - S Approximate expected workload per week in number of exposures per machine.
 - S Milliampères per second per machine.
 - S Structural details of the x-ray rooms and corridors.
 - S Occupancy types of all adjacent areas.
- ! For food service establishments:
 - S Food service menu.
 - S Details of the water heater and other equipment, including the manufacturer and the model number of each item, BTU or kilowatt output and recovery rate in gallons per hour (gph) or milliliters per second (ml/s) for producing 140° F/60°C water.
 - S A layout of all food service equipment and plumbing fixtures for dishwashing, food preparation, food storage, service and bar areas.
 - S A complete itemized list of the manufacturer's name and model number of all food service equipment. (Note: all equipment must be commercial standard and NSF or UL listing).
 - S Plumbing riser(s) and waste water diagrams.
 - S Seating capacity and type of food service, i.e., carry-out, delivery or sit down.
 - S Finish schedule of floors, walls, and ceilings, including type of material and color. In some cases, a sample finish may be required.
 - S A floor plan of the entire establishment drawn to scale.
- ! For tattoo establishments:
 - S Details of the entrances, partitions, windows, openings, ventilation, vestibules, toilets and water supply.
 - S List of equipment to be installed.
 - S A note identifying water and sewage system types (public or private).
 - S Finish schedule of floors, walls, and ceilings, including type of material and color. In some cases, a sample finish may be required.

ANIMAL CONTROL (For Pet Shops Only)

- ! Address and County tax map number.
- ! Name of establishment.
- ! Details of the entrances, layout, partitions, window openings, ventilation, animal enclosures, storerooms, grooming areas, toilets, water supply, waste connections, and sanitary equipment.
- ! List of equipment to be installed.
- ! Finish schedule of floors, walls, and ceilings, including type of material and color. In some cases, a sample finish may be required.

! All shampoo sinks must have removable hair/lint strainers.

WHEN ARE SEALED DRAWINGS REQUIRED

The Code of Virginia requires that building drawings which meet the specific criteria outlined in Section 54.1-402 be signed and sealed by responsible design professionals. These criteria differ for general (building), electrical and plumbing and mechanical designs. Design professionals are architects or engineers licensed by the Commonwealth of Virginia; licenses from other states or jurisdictions are not accepted. Each drawing sheet shall be signed, sealed and dated by the architect or engineer responsible for the design; a signed, sealed and dated cover sheet may substitute for this requirement if the cover sheet contains a table of contents. All signatures and dates must be originals; the sealed imprint may be copied. The following quick reference charts will help in determining if a signature and seal is required.

CHART A - GENERAL DESIGN

A proposed structure which is classified within any of the categories marked "Yes" requires an Architect/Engineer (A/E) seal on the plans.

Use Group	Description	Area			Stories	
		5,000 SF/ 465 m ² and under	5,001 SF - 15,000 SF/ 466 m ² - 1,390 m ²	Over 15,000 SF/ 1,390 m ²	3 or less	Over 3
A**	Assembly	Yes	Yes	Yes	Yes	Yes
B	Business	C	Yes	Yes	C	Yes
E*	Educational (schools & day care centers)	Yes	Yes	Yes	Yes	Yes
F	Factory & Industry	C	C	Yes	C	Yes
H	High Hazard	Yes	Yes	Yes	Yes	Yes
I	Institutional	Yes	Yes	Yes	Yes	Yes
M	Mercantile	C	Yes	Yes	C	Yes
R-1	Hotel, Motel, Dormitory	Yes	Yes	Yes	Yes	Yes
R-2	Multi-Family Residential	C	C	C	C	Yes
R-3	1 & 2 Family Attached	C	C	C	C	Yes
R-4	1 & 2 Family Detached	C	C	C	C	Yes
S	Storage (Farm)	C	C	C	C	C
	Storage (Non-Farm)	C	C	Yes	C	Yes
U	Utility & Miscellaneous	C	C	C	C	C

* Educational type uses with a total occupant load less than 50 shall be classified as Use Group B.

** Assembly (churches, A-4) are exempt if building does not exceed 5,000 sf/465 m² or three stories, and the occupant load does not exceed 100.

Notes:

- 1. A local building official may require an A/E seal even if not required to do so by this chart.**
- The law requires that, where an A/E seal is not present, the plans must be signed by the individual (not company) responsible for the design, including his/her occupation and address.
- The above chart applies to new construction and to additions or remodeling which involve a change in occupancy (i.e., use group), occupancy load (i.e., increase in allowable occupancy), modification of the structural system, change in access or exit, or increase in fire hazard. Additions or remodeling which do not involve any of these factors may not require an A/E seal under Section 54.1 of the Code of Virginia, although Notes 1 and 2 still apply.
- Any unique design of structural elements of floors, walls, roofs, or foundations requires an A/E seal, regardless of whether or not the remainder of the plans require such certification.
- Buildings, structures, or electrical and mechanical installations which are not otherwise exempted but which are of standard design, provided they bear the certification of a professional engineer or architect registered or licensed in another state, and provided that the design is adapted for the specific location and conformity with local codes, ordinances and regulations, and is so certified by a professional engineer or architect licensed in Virginia may not require an A/E seal.

CHART B - ELECTRICAL DESIGN

A proposed electrical system which is classified within any of the categories marked "Yes" requires an A/E seal on the plans. Those marked with an asterisk may not require an A/E seal only if designed by a licensed master electrician or Class A electrical contractor (see Notes 2 and 4).

Use Group	Description	Buildings in Which Located				Electrical Systems			
		Stories		Occupant Load		Voltage		Amperage	
		3 or less	Over 3	100 or less	Over 100	600 or less	Over 600	800 or less	Over 800
A-1	Theaters	*	Yes	*	Yes	*	Yes	*	Yes
A-2	Dance Halls	*	Yes	*	*	*	Yes	*	Yes
A-3	Restaurants, etc.	*	Yes	*	*	*	Yes	*	Yes
A-4	Churches ONLY	*	Yes	*	*	*	Yes	*	Yes
A-5	Grandstands, etc.	*	Yes	*	*	*	Yes	*	Yes
B	Business	*	Yes	*	*	*	Yes	*	Yes
E	School & Day Care Centers	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
F	Factory & Industry	*	Yes	*	*	*	Yes	*	*
H	High Hazard	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
I	Institutional, general	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
I	Day Nurseries & Clinics without life support systems	*	Yes	*	*	*	Yes	*	Yes
M	Mercantile	*	Yes	*	*	*	Yes	*	Yes
R	Residential	*	Yes	*	*	*	Yes	*	Yes
S	Storage (Farm)	C	C	C	C	C	C	C	C
	Storage (Non-Farm)	*	Yes	*	*	*	Yes	*	Yes
U	Miscellaneous	*	Yes	*	*	*	Yes	*	Yes

Notes:

- 1. A local building official may require an A/E seal for electrical work even if not required to do so by this chart.**
2. The law requires that, where an A/E seal is not present, the plans must be signed by the individual (not company) responsible for the design, including his/her occupation and address.
3. The above chart applies both to new construction and to additions or remodeling.
4. The exemption for electrical contractors and electricians is applicable only when both design and installation are under his/her direction or control.

CHART C - PLUMBING & MECHANICAL DESIGN

A proposed plumbing or mechanical system which is classified within any of the categories marked "Yes" requires an A/E seal on the plans. Those marked with an asterisk may not require an A/E seal only if designed by a person licensed as a master plumber, master mechanical worker, or Class A contractor in those specialties by written examination (see Notes 3 and 5).

Use Group	Description	Buildings in Which Located				Plumbing & Mechanical Systems (see Note 1)	
		Stories		Occupant Load		Below Threshold Level	Above Threshold Level
		3 or less	Over 3	100 or less	Over 100		
A-1	Theaters	*	Yes	*	Yes	*	Yes
A-2	Dance Halls	*	Yes	*	*	*	Yes
A-3	Restaurants, etc.	*	Yes	*	*	*	Yes
A-4	Churches ONLY	*	Yes	*	*	Yes	Yes
A-5	Grandstands, etc.	*	Yes	*	*	*	Yes
B	Business	*	Yes	*	*	*	Yes
E	School & Day Care Centers	Yes	Yes	Yes	Yes	Yes	Yes
F	Factory & Industry	*	Yes	*	*	*	Yes
H	High Hazard	Yes	Yes	Yes	Yes	Yes	Yes
I	Institutional, general	Yes	Yes	Yes	Yes	Yes	Yes
I	Day Nurseries & Clinics without life support systems	*	Yes	*	*	*	Yes
M	Mercantile	*	Yes	*	*	*	Yes
R	Residential	*	Yes	*	*	*	Yes
S	Storage (Farm)	C	C	C	C	C	C
	Storage (Non-Farm)	*	Yes	*	*	*	Yes
U	Miscellaneous	*	Yes	*	*	*	Yes

Notes:

1. The "Threshold Level" is defined in the law as "Plumbing and mechanical systems using packaged mechanical equipment, such as equipment of cataloged standard design which has been coordinated and tested by the manufacturer, which comply with all applicable codes. These mechanical systems shall not exceed gauge pressures of 125 PSI/860 kPa, other than refrigeration, or temperatures other than flue gas of 300°F/150°C...."
2. **A local building official may require an A/E seal for plumbing and mechanical systems even if not required to do so by this chart.**
3. The law requires that, where an A/E seal is not present, the plans must be signed by the individual (not company) responsible for the design, including his/her occupation and address.
4. The above chart applies to both new construction and to additions or remodeling.
5. The exemptions for plumbers, HVAC workers, and mechanical contractors are applicable only when both design and installation are under his/her direction or control.

WHAT IS THE PERMIT APPLICATION PROCESS

PERMIT LOG IN

The permit process begins when the drawings are complete, the Fire Marshal fee assessment form has been completed and both are submitted, along with the building permit application to the Permit Application Center on the second floor of the Herrity Building. The Fire Marshal fee assessment form must be filled out by the Fire Marshal plan reviewer on the third floor of the Herrity Building. The permit will be "logged in," a permit number will be assigned to identify the project and a plan tracking number will be assigned to identify the drawings. After the permit filing fee is paid, the drawings will be forwarded to the Building Plan Review Division for review by all applicable disciplines and agencies. The permit application form will be returned to the permit applicant. Prior to the issuance of the permit, the application must be approved by the required review agencies with signatures placed on the lines adjacent to their corresponding departments as listed on the building permit application and as listed below.

BUILDING PERMIT APPLICATION ROUTING

- ! *Zoning Review*: the Zoning Permit Review Branch will sign off after the site plan has been reviewed and approved for zoning-related issues.
- ! *Site Permits*: the Site Permits Section will sign off after the site plan is approved and bonded.
- ! *Sanitation*: the Office of Waste Management will sign off after payment of all sewer fees and fixture unit fees.
- ! *Health Department* (if applicable): the Health Department will sign off after their review and approval of the plans.
- ! *Animal Control* (if applicable): Animal Control will sign off after their review and approval of the plans.
- ! *Building Plan Review*: the Building Plan Review Division will sign off only after all other signatures have been obtained and the building plans are approved.

ELECTRICAL, MECHANICAL AND PLUMBING PERMIT APPLICATION ROUTING

Electrical, Mechanical and Plumbing permits are generally issued based on approval of plans submitted with the building permit application.

PLAN REVIEW ROUTING

The plans will be reviewed by the required agencies and plan review disciplines (building, electrical, mechanical, plumbing and fire marshal) in turn. When all reviews have been completed, the drawings will be retained by the Building Plan Review Division for pick-up by the permit applicant at the Division's public plan counter in Room 324 of the Herrity Building. If the drawings are not approved by one or more agencies or review disciplines, corrections must be made to achieve compliance with the requirements of the applicable code or agency. Review comments are sent to the applicant in letter form or may be attached to the plans in the form of a checklist. Copies of both the letters and checklists are available for pick-up at the Building Plan Review Division's receptionist desk on the third floor of the Herrity Building after each individual review is complete.

CORRECTIONS/REVISIONS

Corrections (alterations made prior to permit issuance) to the drawings may be made in ink on the original plans. Revisions (alterations made after permit issuance) to the drawings must be made on new sheets with a minimum size of 21" x 30". Details on 8 1/2" x 11" paper stapled to the construction documents are not acceptable. When submitting corrections or revisions, a *Revision Form* indicating clearly all changes made to the original drawings is required to be fully completed and submitted with the drawings.

PLAN STATUS

Plan status can be obtained during office hours by calling **703-324-1640**. Please have the plan tracking number (the number following a **AQ@** on the building permit application) or the permit number ready. Plan status can also be obtained 24 hours a day, 7 days a week, by calling the automated permit, plan and inspection line at **703-222-5155**. When using the automated line, be sure to make the appropriate selection for *Plan Status*.

SPECIAL INSPECTIONS PROGRAM

Special inspections are defined as inspections of the installation, fabrication, erection or placement of building components and connections which require special expertise to ensure their adequacy. Special inspections are a requirement of the VUSBC. Fairfax County's Special Inspections Program is administered by the Critical Structures Section of OBCS. A pre-construction meeting with the Critical Structures Section is required for every project that will be constructed under the Special Inspections Program. The meeting must be held after the structural approval of the building plans by the Building Plan Review Division and prior to the issuance of the building permit. For more information on the Special Inspections Program or to arrange a pre-construction meeting, contact the Critical Structures Section at **703-324-1060**. The Special Inspections Program requirements are outlined in *Special Inspections: Manual*, which can be purchased from Maps and Publications, located in the Government Center, 12000 Government Center Parkway, Suite 156, Fairfax, Virginia, 22035, telephone **703-324-2974**.

LOG-OUT

Once the building plans are approved and you have obtained the appropriate signatures on the permit application, the plans will be released to you by plan review staff. The technician at the "Log-out" station will record the permit approvals into the computer and provide you with a receipt to take to the Cashier's office. After you pay the remainder of the building permit fee at the Cashier's Office on the 2nd floor of the Herrity Building, you will receive the permit. You will receive two sets of plans to have available at the job site for inspections.

WHEN AND WHERE TO CALL FOR INSPECTIONS

Once building, electrical, mechanical, and plumbing permits are issued, construction can commence. Inspections are required by the VUSBC to ensure that the structure and the electrical, plumbing, gas, and mechanical work and equipment conform to the approved plans and meet the intent of the VUSBC for structural and other safety considerations.

A COPY OF THE APPROVED SITE PLAN AND BUILDING PLANS MUST BE ON THE JOB SITE AND MUST BE AVAILABLE TO THE INSPECTOR DURING EACH INSPECTION OR NO INSPECTION WILL BE PERFORMED.

It is the responsibility of the permit holder or the permit holder's representative to notify the County when the stages of construction are reached that require an inspection. All work must be inspected prior to being concealed. All ladders, scaffolds and test equipment required to complete an inspection or test shall be provided by the property owner, permit holder or their representative.

Fire Marshal inspections for sprinkler systems, alarm systems, and all other fire protection systems must be completed prior to occupancy. The system shop drawings must be approved and on site for the tests to be performed.

The Inspection Request Center's telephone number is **703-222-0455**. Please call between the hours of 8:00 a.m. and 4:20 p.m., Monday through Friday, except on County holidays. Please have your permit number available to give to the inspection request operator.

Customers may also use the telephone Automated Inspection Request System (AIRS), at **703-222-2474**, or Building Code Services Online, at www.co.fairfax.va.us/isisnet, 24 hours a day, seven days a week, to schedule and cancel inspections. Request made prior to 11:59 p.m. will be scheduled for the next working day.

FOR FURTHER INFORMATION ON PERMIT REQUIREMENTS FOR COMMERCIAL STRUCTURES, CONTACT THE PERMIT APPLICATION CENTER AT 703-222-0801. FOR FURTHER INFORMATION CONCERNING BUILDING CODE REQUIREMENTS, PLEASE CONTACT THE BUILDING PLAN REVIEW DIVISION AT 703-324-1640.

Inspections of facilities regulated by the Health Department (Food, Pools, Childcare, etc.) should be coordinated by calling **703-246-2510**.

Fire Marshal Occupancy inspections can be scheduled by calling the Inspections Branch, Fire Prevention Division at **703-246-4849**

Inspections of sprinkler systems, other hydro-related systems, and fire alarm systems regulated by the Fire Marshal's Office should be coordinated by calling **703-246-4821**.

Tank inspections regulated by the Fire Marshal's Office should be coordinated by calling **703-246-4849**.

This document is available in an alternative format upon request. Please contact the ADA representative for the Office of Building Code Services, Room 646, the Herrity Building, 12055 Government Center Parkway, Fairfax, Virginia 22035-5502. Call 703-324-1828 (voice) or 703-324-1877 (TTY). Allow seven days for preparation of the material.

**FAIRFAX COUNTY AGENCIES TO CONTACT
FOR INFORMATION ON BUILDING A COMMERCIAL STRUCTURE**

REQUIREMENTS FOR PERMITS

Permit Application Center
Office of Building Code Services, DPWES
12055 Government Center Parkway, 2nd Floor
Fairfax, Virginia 22035-5504
703-222-0801
TTY 703-324-1877

**SUBDIVISION AND DEVELOPMENT
RESTRICTIONS**

Land Records Office
The Jennings Building, (Judicial Center)
3rd Floor
4110 Chain Bridge Road
Fairfax, Virginia 22030
703-591-8580

ZONING REQUIREMENTS

Zoning Permit Review Division
Department of Planning and Zoning
12055 Government Center Parkway
2nd Floor
Fairfax, Virginia 22035-5508
703-222-1082
www.co.fairfax.va.us/gov/ocp

VDOT PERMIT

Virginia Department of Transportation
VDOT Permits Office
3555 Chain Bridge Road
Fairfax, Virginia 22030
703-383-2888

SITE PLAN REQUIREMENTS

Environmental and Facilities Review Division
Office of Site Development Services, DPWES
12055 Government Center Parkway, 5th Floor
Fairfax, Virginia 22035-5503
703-324-1720

FIRE MARSHAL OFFICE REQUIREMENTS

Fire Marshal's Office
Fire Marshal Division Plan Review
4100 Chain Bridge Road, 3rd Floor
Fairfax, Virginia 22030-7001
703-246-4800

**REQUIREMENTS FOR WELL/SEPTIC
SYSTEM PERMITS**

Division of Environmental Health
Health Department
10777 Main Street
Fairfax, Virginia 22030
703-246-2201
www.co.fairfax.va.us/service/hd

BUILDING PLAN REQUIREMENTS

Building Plan Review Division
Office of Building Code Services, DPWES
12055 Government Center Parkway, 3rd Floor
Fairfax, Virginia 22035-5504
703-324-1640

PUBLIC WATER (also see page 4)

Fairfax County Water Authority
8560 Arlington Boulevard, Box 1500
Merrifield, Virginia 22116
703-698-5600 or 703-698-5800
703-698-7025 (TTY)
www.fcwa.org

PUBLIC SEWER (also see page 4)

Office of Waste Management, DPWES
12000 Government Parkway, 3rd Floor
Fairfax, Virginia 22035-0059
703-324-5015

HOW TO PREVENT DAMAGE TO BURIED UTILITY LINES

"Miss Utility"
(Free Service to the Permit
Holder Planning to Excavate)
301-470-2747

INSPECTION REQUESTS

Inspection Request Center
Office of Building Code Services, DPWES
12055 Government Center Parkway, 3rd Floor
Fairfax, Virginia 22035-5504
703-222-0455 (voice)
703-222-2474 (24 hour automated system)
www.co.fairfax.va.us/isisnet